

Seating Capacity

- Seating for 14 at tables (see diagram)
- Maximum capacity of 20 with additional chairs
- Foyer area 4m x 3m with built in desktops (ideal for reception/catering area)
- Air conditioned room – 3.1m x 8.8m (see attached Room Layout)

Availability

Monday	11 am - 4:30pm (earlier booking by prior arrangement)
Tuesday	9am - 4:30pm
Wednesday	9am – 4:30pm
Thursday	9am – 4:30pm
Friday	9am – 2:30pm
Saturday	10am – 11.30am

Equipment available for use

Whiteboard on castors (two sided)
1x motorised wall mounted projection screen
1x Projector
2x tables (1m x 2.3m each)
20x chairs
Wi-Fi available
Laptop connection
2x floor sockets
1x Laptop connection port
Bar fridge
Tea/coffee making facilities (Coffee, tea and milk are not provided)
Dishwashing facilities
Electrical extension cable and power board

Room Hire

Commercial

\$120.00 per day
\$37.00 per hour (up to 4 hours then daily rate applies)

Community (non-profit) Groups:

\$85.00 per day
\$26.00 per hour (up to 4 hours then daily rate applies)

Volunteer Groups

No Charge (subject to availability)

Cancellation fee of 10% of total booking fee applies if cancelled less than 7 days prior

Room Hire

1. Room must be booked using the Meeting Room Booking Form giving a definite indication of length of time it will be in use.
2. Bookings and enquiries can be made on 9941 4093 or libco@carnarvon.wa.gov.au
3. Participants must vacate the room on time.
4. **Room must be left as it is found:**
 - Tables and chairs returned to initial layout (see diagram)
 - All rubbish to be placed in bin provided
 - All cups and dishes cleaned, dried and placed in cupboard
 - All catering dishes/surplus food to be taken away by users
5. Whiteboard must be cleaned
6. Projector and projection screen should be turned off.

General Terms and Conditions

- All technical issues are the responsibility of the user/hirer.
- The building is a Smoke Free Facility, which promotes no smoking within 5 metres of the entrance and no smoking on the balcony.
- The Shire of Carnarvon accepts no responsibility for loss or damage to personal property.
- The library reserves the right to cancel bookings under special circumstances.